DOCUMENT RESUME

ED 356 269 TM 019 701

AUTHOR Kump, Ann
TITLE Directions for Scoring Typing Tests Taken Either on a Typewriter or a Computer.
PUB DATE [92]
NOTE 13p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Computer Assisted Testing; Employment Qualifications; Guidelines; Job Applicants; *Occupational Tests; Personnel Evaluation; *Scoring; *Typewriting
IDENTIFIERS *Accuracy; *Typing Speed

ABSTRACT

Directions are given for scoring typing tests taken on a typewriter or on a computer using special software. The speed score (gross words per minute) is obtained by determining the total number of strokes typed, and dividing by 25. The accuracy score is obtained by comparing the examinee's test paper to the appropriate scoring key and counting the total number of errors made. Symbols used by the computer to indicate typing errors are illustrated. Definitions are given for the 13 typing rules to be observed in the test, and several examples are given for each rule of the types of errors that can be made. (SLD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED356269

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

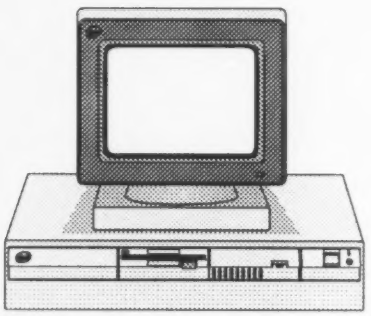
• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

MARIANNE ERNESTO

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

DIRECTIONS FOR SCORING TYPING TESTS TAKEN EITHER ON A TYPEWRITER OR A COMPUTER



REVISED BY:

ANN KUMP, LEAD ANALYST
WESTERN TEST DEVELOPMENT
FIELD CENTER

TM019701

BEST COPY AVAILABLE

DIRECTIONS FOR SCORING

Scoring for Speed

The speed score is obtained by determining the total number of strokes typed[1] on the examinee's paper and dividing by 25. The gross words per minute are obtained as follows:

1. Locate the last complete line typed and read the number of strokes at that point on the scoring key.

2. Determine the number of strokes typed in the last line.

3. Determine the total number of strokes inserted through error as described in the definitions of rules.

4. Add together (1), (2), and (3) above.

5. Determine the total number of strokes omitted through error as described in the definitions of rules.

6. Subtract (5) from (4). The remainder is the total number of strokes typed.

7. Divide the total number of strokes typed by 25. Round to the next higher number if the remainder is 13 or more. The answer is the gross words per minute.

Scoring for Accuracy

The accuracy score is obtained by comparing the examinee's test paper to the appropriate scoring key and counting the total number of errors made. The rules are defined and errors are illustrated on the following pages. If hand scoring, each error should be marked on the test paper with a red pencil. **Charge no more than one error per word. (See definitions of rules and illustrations of errors which follow.)**

---

1 Stroke count should begin with the first character to be typed in each line and should end with the last character to be typed in each line. Strokes occurring before the first character (i.e., tab) or strokes occurring after the last character (i.e., carriage return or space) are NOT included in the total stroke count. Tabs, carriage returns, or pressing the shift key to capitalize a character are NEVER included in the total stroke count, no matter where they appear within the typed text.

DEFINITIONS OF SYMBOLS USED BY THE COMPUTER

! = 1 error is counted

@ = Carriage return

* = There is a problem with the typed material but no error is counted.

? = (Appears in the left-hand margin.) Line of test which the Test Administrator must check to determine correct error count.

+ = Receives stroke count for this space

- = Does not receive credit for this stroke. Usually due to type-matic repeat of key.

!.... = Tab inserted where it doesn't belong. Counts as 1 error the first time it occurs.

1 = How far the examinee typed in 1 minute. This may create a space in the word. This space has not been typed by the examinee and does not count as an error or as a stroke.

For example:

intereste d
1

(Typed to the "e" in the word "interested" in 1 minute.) This information is provided for each of the five minutes of the test.

DEFINITIONS OF RULES WITH ILLUSTRATIONS OF ERRORS

1. **An overstroke or consecutive series of overstrokes = 1 error each time this occurs.**[2] (Do not charge an additional error for an omission or repetition that occurs as a result of typing that material over other material.)

   Include in the total stroke count each character that is typed.

2. **Words**[3] **copied incorrectly = 1 error each time this occurs.**

	Stroke Count
• accuried property in Adams County. If you have palns to ! !	(+0)
• facilities ofjthek the local area !* *(considered one misspelled word)*	(+5)
• hope to have theppleasure of ! *(word "the" is misspelled)*	(+0)

3. **Incorrect spacing between letters within a word, resulting in excess space between letters = 1 error each time this occurs.** (This includes words which are partially typed, then typed again.)

• development of your pro perty, you will be int erested ! !	(+2)
• to hear that you (ar are)[4] pleased with the referral !** *(considered one misspelled word)*	(+3)
• by the (Sat Sttaate)[5] Department of Justice. !***** ** *(considered one misspelled word)*	(+6)
• in the trades they (r teacnhb) and are certified !* *** *(considered one misspelled word)*	(+4)

---

2 This error can only occur on the typewriter. If the typewriter has correction tape, make certain the correction tape is removed prior to administering the typing test.

3 A word is defined as starting with the first letter of the word and including all characters and spaces until the first letter of the next word (word . . space, not space . . word). Punctuation following a word is considered part of the word.

4 In the examples where parentheses are shown, they are used to illustrate errors and are not part of the actual type test.

5 If a word is only partially typed, then typed again, it is considered a word with incorrect spacing between letters. It is NOT an insertion. (See Rule #9 for the definition of an insertion.)

4. **Incorrect spacing between words or sentences = error count as shown below.** (When inaccuracy in spacing follows an error, do not count it as an additional error.) (See Footnote #3 for the definition of a word.)

DO NOT ADD STROKES FOR ADDITIONAL SPACES BETWEEN WORDS for Rule #4

A. Incorrect, additional spacing between words where the:

1. **Word is misspelled, followed by 2 spaces = 1 error each time this occurs.**

   • has demonstratde its (+0)
   ! *

2. **Word is not misspelled, followed by 2 spaces = 1 error for the 1st occurrence only.**[6]

   • has demonstrated its (+0)
   !

3. **Word is not misspelled, followed by 2 spaces, then next word is misspelled = 2 errors for the 1st occurrence only.** (After that, just one error should be counted for the misspelled word.)[6]

   • has demonstrated ist (+0)
   ! !

B. Incorrect spacing where two spaces are expected and the:

1. **Word is misspelled, followed by 1 or 3 spaces = 1 error each time this occurs.**

   • for youht. Vocational (-1)
   ! *

   • Dear Mr. Jonse: This letter is (-1)
   ! *

2. **Word is not misspelled, followed by 1 or 3 spaces = 1 error for the 1st occurrence only.**[6]

   • for youth. Vocational (+0)
   !

---

6 One error from any of the examples which are footnoted will satisfy the "1st occurrence only" condition. One error should NOT be counted for each example.

3. **Word is not misspelled, followed by 1 or 3 spaces, then the next word is misspelled = 2 errors for the 1st occurrence only.** (After that, just one error should be counted for the misspelled word.)[6]

• for youth. Vocatinal (-2)
! !

5. **Deleted spacing between words or 2 deleted spaces between sentences = 1 error each time this occurs.** (When inaccuracy in spacing FOLLOWS an error, do not count it as an additional error.) (See Footnote #3 for the definition of a word.)

DEDUCT STROKE COUNT for Rule #5

A. **Deleted spacing between words where the:**

1. **Word is misspelled, then the space is omitted = 1 error each time this occurs.**

• has demonstratdeits (-1)
! *

2. **Word is not misspelled, then the space is omitted = 1 error each time this occurs.**

• has demonstratedits (-1)
!

3. **Word is not misspelled, the space is omitted, then the next word is misspelled = 2 errors each time this occurs.**

• has demonstratedist (-1)
!!

B. **Two deleted spaces between sentences where the:**

1. **Word is misspelled, then 2 spaces are omitted = 1 error each time this occurs.**

• service possibe.I am confident that (-3)
! *

2. **Word is not misspelled, then 2 spaces are omitted = 1 error each time this occurs.**

• kinds.We have the most complete (-2)
!

3. **Word is not misspelled, 2 spaces are omitted, then the next word is misspelled = 2 errors each time this occurs.**

- in your factory.Becuase of your concern (-2)
  ! !

6. **Transposition of words or of letters within a word = 1 error each time this occurs.**

- (the of) county and its citizens by making mnay (+0)
  ! !*

- example, in th emachinist course (+0)
  !*
  (Considered a transposition of the letter "e" and the space between words, not two words spelled incorrectly.)

- example, int eh machinist course (+0)
  !** *(Considered a transposition of the space between words and the letter "t", not two words spelled incorrectly.)*

THIS IS THE ONLY EXCEPTION TO RULE #4

7. A. **Punctuation or capitalization different from test copy = 1 error each time this occurs.**

- you are invited to Examine our services, today. (+1)
  ! !

- pay a small enrollment fee. Sincerely yours@ (-1)
  !

B. **The cap lock pressed instead of the shift key = 1 error each time this occurs.**

- jobs. ALSO, THERE ARE courses for individuals WHO[7] (+0)
  !** ***** *** !**

---

7 This example can only occur on the typewriter. The Cap Lock key is disabled during the computer test, so only the first character of a word will appear as an uppercase character.

8. **Omission of a word or series of words = 1 error each time this occurs.** Charge only one error regardless of the number of words omitted. When hand scoring, indicate by drawing a small circle at the point where the omission occurs. Count the number of strokes omitted, including any spaces, and write this number, with a minus sign, in the right margin so it can be included when computing the total strokes typed. (When computer scored, stroke count is adjusted automatically.)

- help you realize°plans. Our highly trained realty (-5)
  ! *(omitted word "your")*

- with the experience needed. We are happy (-127)
  ! *(omitted two lines)*

- facilities ofjthek local area. (+1)
  ! !

  (Word "of" misspelled, word "the" omitted, OR word "of" misspelled, word "the" misspelled. Either way, there are two errors which should be counted.)

9. **Insertion of a series of consecutive words not in the test copy = 1 error each time this occurs.** Charge only one error regardless of the number of words inserted. When hand scoring, indicate by drawing a circle around the insertion. In addition, charge each error that occurs within the insertion. Count the number of strokes inserted and enter this with a plus sign in the right margin so it can be included when computing the total strokes typed. (When computer scored, stroke count is adjusted automatically.) **A one-word insertion will be considered a misspelled word.**[8]

- statewide experience, and knowledge (we hvae)gained (+8)
  ! !

- statewide experience, and knowledge (hvae been)gained (+10)
  !!

- statewide experience, and knowledge (hvae)gained (+5)
  !

  (The word "hvae" is considered a misspelled word, not an insertion.)

---

8 If a word is only partially typed, then typed again, it is considered a word with incorrect spacing between letters. It is NOT an insertion.

.....hear that you (ar are) pleased with the (+3)
! ** *(considered one misspelled word)*

(See Rule #3.)

10. **Substitution of a series of consecutive words = 1 error each time this occurs.** Charge only 1 error regardless of the number of words substituted. Indicate by drawing a circle around the substitution. In addition, charge each error that occurs within the substitution. Determine the difference between the number of strokes substituted and the number of strokes in the test copy, and write this number in the right margin with a plus or minus sign as appropriate, so it can be included when computing the total strokes typed. **A one-word substitution will be considered a misspelled word.**[9]

- to have one our our Employment (+1)
  ! *(misspelling of word "of")*
- serve our (local office) better. We will provide a (+0)
  ! *(substitution of the words "branch plant")*
- appreciate your (resposne of)assistance in the hiring (+0)
  ! !**(substitution of words "request for")*

11. **Consecutive series of letters written with the fingers on the wrong keys = 1 error each time this occurs.** Indicate by drawing a circle around the series. (For the computer test, one additional error will be charged for each misspelled, omitted, or substituted word. The shift will be identified at the beginning of a word. If the fingers shift in the middle of a word, that word will be considered misspelled.)

- embrace both government and conventional trs; rdysyr (+0)
  ! *

words in test: demonstrate the method used in writing a concise
shifted left hand: deomnstrsyr rhw mwrhos uaws in qeirinf xjonxiaw (-1)
!*** *** ! ** * *** !!
(misspelled) *(shifted)* *(left out "a" and misspelled "concise")*

---

9 A. When using the computerized test, there must be sufficient (typically two or more) words spelled correctly. If the material is very badly typed so that additional errors are likely to be assigned, the Test Administrator will be alerted.

. . . .information on industrial (ocupation adn teh) facilities (-2)
? ? ! ! !?

B. If two of the last four words typed in a test contain errors, or if any one of the last four words typed in a test contain two errors (i.e., an omission of a series of words then the next word appears to be misspelled), the Test Administrator may be alerted.

. . . . classes for youngg perple havve bbeen approjved yy the (end of test) (+4)
? ?! ! ! ! !? !?
(Test Administrator alerted because the last four words at the end of this test did not provide enough information to determine error count.)

. . . .one of nour Emplomyment (end of test) (+2)
? ?! !?
(Test Administrator alerted because the last four words at the end of this test did not provide enough information to determine error count.)

12. Tabs which are different from that shown on copy (either omitted or inserted where they do not belong) = 1 error for the 1st occurrence only.[10]

```
• Dear Mr. Jones:  We are delighted to learn that you        (+0)
  !

•       Dear Mr. Jones:  We are     delighted to learn       (+0)
                                !....
```

13. Carriage returns that are inconsistent with the test copy = error count as shown below.[10]

A. Carriage return inserted in the middle of a word = 1 error each time this occurs. This error will be considered a misspelled word and not a carriage return error.

```
• county clerk each Thursday m@
                               !
  moring and all day                                         (+0)
  *      (misspelling of word "morning")

• with your suggestion that I act mainly as sid@             (+4)
  discusion leader[11]                          !            (-1)
  *     *
      (misspelling of word "discussion"-- carriage return should occur after word "as")
```

---

10 The following example is what should be typed for the transition between paragraphs. (See Rule #12 and Rule #13 for illustration of errors.)

.....you may have. Very truly yours,

(***)Dear Mr. James:

On the computerized test, the following examples will appear on the screen and in the printed copy to be correct, so no error will be counted.

1.....you may have. Very truly yours,(space)
@
@
(***)Dear Mr. James:

2....you may have. Very truy yours,(space)
@
(***)Dear Mr. James:

3.....you may have. Very truly yours,@
@
(***)Dear Mr. James:

(***) = tab or 5 spaces

11 This error can only occur on the typewriter. The software will automatically word wrap at the end of a line when the space bar is pressed, so the right-hand margin will not be extended.

B. **Carriage return omitted, space is omitted, then next word is typed = 1 error each time this occurs.** This will be considered a spacing error, and not a carriage return error.

- `clerks.  We are glad our professionaland@` (+3)
  `                                        !`
  `clerical office was able to locate a number` (-4)
  (Carriage return should occur after word "professional" -- error is counted as missing space after the word "professional".)

C. **Carriage return inserted in the middle of a line = 1 error for the first occurrence only.**[12]

- `Since you no longer need@` (-1)
  `                        !`
  `to depend on your cash resources,` (+0)
  (Carriage return should occur after "resources".)

D. **Carriage return omitted = 1 error for the first occurrence only.**[12] (If words are typed beyond the edge of the paper, stroke count should be deducted each time words are typed on the platen. In addition, one error should be counted for omitted words each time this occurs.)[13]

- `entire amount requested.  Sincerely yours,@`
  `    Dear Mr. Davis:`
  `!` (-0)

- `you no longer need to depend on your cash resources, we will assis`
  `                                                    !`
  `through the issuance of letters of` (-14)
  `!`
  (Carriage return should occur after the word "resources" -- typed words "assist your company" on the platen.)

- `has high praise for this major improvement ober@` (+5)
  `                                          ! !`
  `the previous methods.` (-5)
  (carriage return should occur after word "improvement" -- word "over" is misspelled)

---

12 One error from either 13 C or 13 D will satisfy the "1st occurrence only" condition. One error should NOT be charged for each example.

13 This error can only occur on the typewriter. The software will automatically word wrap at the end of a line when the space bar is pressed, so the right-hand margin will not be extended.

E. **Carriage return omitted, additional words are typed at the end of a line, but the next line begins with the word it should = 1 error each time this occurs.**[13] The additional words typed will be considered an insertion and not a carriage return error. If the additional words are spelled correctly as far as they are typed, do NOT charge an additional error for a misspelled word.

- `company a seven-figure line of credit, half of@` (+16)
  `!`
  `credit, half of which is`
  (insertion of words "credit, half of" -- carriage return should occur after word "of")

- `available to the company a seven-figure line of c@` (+2)
  `credit !`
  `*`
  (misspelling of word "credit" -- carriage return should occur after word "of")

- `Saturday. We hope to have the pleasure of assis@` (+9)
  `!`
  `of assisting your branch plant`
  (insertion of words "of assis" -- carriage return should occur after word "pleasure." An error is not charged for word "assis" because it is spelled correctly as far as it is typed.)